

DOE F 1325.8 #

United States Government

Department of Energy (DOE)

Savannah River Operations Office (SR)

memorandum

DATE: JAN 20 2005

REPLY TO: HRMDD (Greene/2-9226)
ATTN OF:

SUBJECT: Annual Workforce Analysis and Staffing Plan Report

TO: Chairman, Federal Technical Capability Panel

The Annual Workforce Analysis and Staffing Plan Report for the Savannah River Operations Office is attached.

If you have any questions or comments, please contact me at (803) 208-6072 or Sandee Greene at (803) 952-9226.



Charles A. Hansen
Federal Technical Capability Agent

HRMDD:SG:bcp

HRMDD-05-1139

Attachment:
Annual Workforce Analysis
and Staffing Plan Report

cc: Sandee Greene, HRMDD
John Swailes, ORP

RECEIVED

JAN 31 2005

DOE-ORP/ORPCC

**DEPARTMENT OF ENERGY (DOE)
SAVANNAH RIVER OPERATIONS OFFICE (SR)
Savannah River Site (SRS)
Annual Workforce Analysis and Staffing Plan Report
As of December 31, 2004**

Section One: Current Mission(s) of the Organization and Potential Changes

1. Provide several bullets that frame the types and magnitude of technical capabilities currently needed for safe operations in the hazardous facilities (non-nuclear and nuclear facilities including radiological facilities).
 - More than a dozen major operating Hazard Category II and III nuclear facilities [F-Canyon, FB-Line, 235-F, Central Laboratory Facility, H-Canyon, HB-Line, L-Area, K-Area, C-Area (Storage), Savannah River National Laboratory, Defense Waste Processing Facility, F and H High Level Waste Tank Farms, Z-Area (Saltstone), and E-Area TRU/Solid Waste facilities]
 - Nuclear, Radiological and hazardous operations in scores of other facilities
 - Large scale D&D program with many nuclear, radiological and hazardous facilities currently being and scheduled to be remediated
 - Two non-defense reactor facilities (P- and R-Reactors)
 - Two DOE-direct contracted design and construction projects (Glass Waste Storage Building #2 and Salt Waste Processing Facility) supporting the High Level Waste accelerated cleanup program
 - Environment, Safety and Health oversight of an increasing number of contractor, subcontractor, supplier and vendor entities performing work on the SRS

2. Describe any potential or probable changes to the mission that may significantly impact the need for technical staffing.
 - 3013 container surveillance and storage capacity (approximately \$100 million in work scope) will be added to an existing Hazard Category II nuclear facility
 - Safety class fire protection system will no longer be needed after 2005 in a Hazard Category II nuclear facility (Savannah River National Laboratory)
 - Prior to the end of FY 2006, two Hazard Category II operating facilities will be shut down

Section Two: Technical Staffing

See attached Technical Staffing chart.

Section Three: Current shortages and plans for filling them

As of the date of this Plan, there were no known shortages of technical personnel required to support safe operations of SRS facilities.

Section Four: Projected shortage/surplus over next 3 years

The DOE-SR 5-Year Workforce Management Plan (WMP) identifies the DOE-SR staffing and workforce capabilities needed for continued operations and accelerated cleanup and identifies the process for transitioning employees affected by the closure of SRS facilities. The focus of the WMP is managing the workforce by reassigning and/or retraining the existing workforce for work that is more directly tied to critical accelerated cleanup activities. The Leadership Team will manage intentionally, creatively and efficiently to continue to reduce the current size of the DOE-SR Federal workforce while preserving competence, maintaining diversity, and meeting the accelerated cleanup objectives identified in the SRS Environmental Management Program Performance Management Plan.

Over the next 3 years, DOE-SR could experience competency shortages/surpluses in some technical capabilities either during or as a direct result of the A-76 Study for Environmental Engineering Services (regardless of the outcome).

Section Five: General concerns or recommendations related to the Technical Staffing

The ongoing A-76 Study of Environmental Engineering Services could result in DOE's inability to maintain some of its technical capabilities. Shortages in some functional areas could occur during the Study phase. Individuals that are in positions whose functions are being studied "fear of the unknown," thus, in many cases, may chose to leave DOE. These losses may minimize the workforce impact when the service provider executes its most efficient organization; however, staffing the critical vacancies in the interim may be difficult.

The FTCP should independently assess and determine impacts associated with maintaining technical capabilities during and after completion of the A-76 Study, regardless of the service provider.

TECHNICAL STAFFING

Number of Hazard Category 1, 2, or 3 Nuclear Facilities:	*195
Number of Radiological Facilities:	46
Number of High or Moderate Hazard Non-Nuclear Facilities:	0
Number of Low Hazard Non-Nuclear Facilities:	16
Number of DSAs:	14
Number of Safety Systems:	108
Number of Contractor FTEs:	10,948
Number of Federal FTEs:	378

(*Includes all support facilities)

TECHNICAL STAFFING SUMMARY

NOTE: Except for the Safety Systems Oversight (SSO), the numbers below refer to the number of persons filling a technical position need, regardless of the portion of time they spend working the technical function. The SSO is a part-time duty and numbers are expressed in fractions of FTEs for that position. The same person may be included in multiple capabilities; therefore, the numbers below are NOT additive.

TECHNICAL CAPABILITY	# NEEDED	# ON BOARD	COMMENTS
Authorization Basis (AB)* *Not a DOE Functional Area Qualification Standard, but recognized as Critical Technical Capability for which established FAQS' may be supplemented to enhance workforce competence.	14	14	
Aviation Manager	1	1	One individual is currently qualifying in this functional area and is expected to be completed in March 2005. Aviation Manager is a collateral duty for this SME. The individual who maintains this technical capability is qualified in Safeguards and Security.
Aviation Safety Officer	1	1	One individual is qualified in this functional area. Aviation Safety is a collateral duty for this SME. The individual who maintains this technical capability is qualified in Fire Protection Engineering.
Chemical Processing	4	4	Four employees are currently maintaining their qualifications in this functional area. Four employees previously qualified in this functional area are now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.

TECHNICAL CAPABILITY	# NEEDED	# ON BOARD	COMMENTS
Civil/Structural Engineering	5	7	<p>Six employees are currently maintaining their qualifications in this functional area. Two impending retirements will result in the loss of two of these technical capabilities.</p> <p>Civil/Structural Engineering is a collateral duty for one SME. The individual who maintains this technical capability is qualified in Mechanical Systems.</p>
Construction Management	1	1	Construction Management is currently a collateral duty for this SME. The individual who provides this technical capability is currently qualifying in Project Management.
Criticality Safety	2	3	Three employees are qualified in this functional area. This technical capability is so important that a minimum staffing of two should always be available.
Deactivation and Decommissioning	8	8	<p>Six employees are currently qualifying in this functional area and are expected to be completed in January 2005. Two individuals provide this technical capability as a collateral duty and are qualified in a different functional area.</p> <p>One employee previously qualified in this functional area is now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.</p>
Electrical Systems	2	2	<p>Two employees are qualified in this functional area.</p> <p>One employee previously qualified in this functional area is now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.</p>
Emergency Management	2	4	The Radiological Assistance Program will be transferring from DOE-SR to the NNSA-Savannah River Site Office early in 2005 which will reduce the on board by one.
Environmental Compliance	18	18	<p>All 18 employees are qualified in this functional area.</p> <p>Two employees previously qualified in this functional area are now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.</p>

TECHNICAL CAPABILITY	# NEEDED	# ON BOARD	COMMENTS
Environmental Restoration	12	12	<p>Ten employees are qualified in this functional area, and the remaining employee will be completed in January 2005. One individual provides this technical capability as a collateral duty and is qualified in a different functional area.</p> <p>Four employees previously qualified in this functional area are now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.</p>
Facility Maintenance Management	2	1	One employee is qualified in this functional area. The additional need can be addressed through utilization of existing resources in a collateral duty capacity.
Facility Representative (FR)	30	31	<p>Twenty-nine employees are qualified in this function area. Two employees were assigned to this functional area in November 2004 and will have 18 months to qualify.</p> <p>Seven employees previously qualified in this functional area are now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.</p> <p>Two retirements are anticipated during FY 2005. DOE-SR has sufficient technical capability to absorb one of these losses.</p> <p>The number on board includes one employee who is not assigned to a facility and does not perform day-to-day facility representative responsibilities; however, the individual serves as a bridge between the facility representatives and the DOE-SR Manager.</p>
Fire Protection Engineering	2	2	<p>Two employees are qualified in this functional area. One also serves in a collateral duty function as the SME for Aviation Safety.</p> <p>One employee previously qualified in this functional area is now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.</p>
Industrial Hygiene	2	2	Two employees are qualified in this functional area. The anticipated retirement of one individual will create a short-term skill shortage. DOE-SR must have a minimum of two onboard.
Instrumentation and Control	1	1	One employee is qualified in this functional area.

TECHNICAL CAPABILITY	# NEEDED	# ON BOARD	COMMENTS
Mechanical Systems	11	11	<p>Nine employees are qualified in this functional area. Two will be completed by late January 2005.</p> <p>Three employees previously qualified in this functional area are now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.</p>
Nuclear Explosives	0	0	None required.
Nuclear Safety Specialist	28	28	<p>Twenty-five employees are qualified in this functional area. The remaining three will be completed by late January 2005.</p> <p>Twelve employees previously qualified in this functional area are now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.</p> <p>The Foreign Research Reactor Spent Nuclear Fuel program and two employees performing this function are targeted to transition to NNSA. After transfer occurs, the number needed will be reduced to 26.</p>
Occupational Safety	2	2	<p>Two employees are qualified in this functional area.</p> <p>One employee previously qualified in this functional area is now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.</p>
Quality Assurance	1	1	DOE-SR has one QA SME who is qualified as a Nuclear Safety Specialist.
Radiation Protection	5	5	Four employees are qualified in this functional area. The remaining employee is targeted to be completed within the next 18 months.
Safeguards and Security	13	13	<p>Nine employees are qualified in this functional area. Four will be completed in late January 2005. One also serves in a collateral duty function as the SME for Aviation Management.</p> <p>One employee previously qualified in this functional area is now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.</p>
Safety Software Quality Assurance	1	1	Employee was recently assigned to this functional area and is tentatively scheduled to be qualified in May 2006.

TECHNICAL CAPABILITY	# NEEDED	# ON BOARD	COMMENTS
Safety Systems Oversight (SSO)* *Not a DOE Functional Area Qualification Standard, but recognized as Critical Technical Capability for which established FAQs' may be supplemented to enhance workforce competence.	7.7	7.7	There are 23 employees assigned SSO. These employees are assigned to various TQP functional areas.
Senior Technical Safety Manager (STSM)	20	21	Fourteen employees are qualified in this functional area; three will be qualified in late January 2005; and one employee was assigned to this functional area in November 2004 and will have 18 months to qualify. Additional organizational streamlining and consolidation is expected during FY 2005. This change may result in a decreased need for STSMs.
Technical Program Manager	0	0	None required.
Technical Training	10	11	<p>DOE-SR operates an integrated, competency-based Human Capital Management System (HCMS). The HCMS ensures the development, availability, and superior performance of a highly competent, motivated, and diverse workforce that is committed to accomplishing the accelerated cleanup mission at SRS. Ten employees are qualified in this functional area.</p> <p>One will be qualified in January 2005; this is the only individual who is performing oversight of the contractor's training and qualification program.</p> <p>One retirement is anticipated during FY 2005. DOE-SR has sufficient technical capability to absorb this loss.</p> <p>Three employees previously qualified in this functional area are now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.</p>
Transportation and Traffic Management	3	4	One SME is not in the Technical Qualification Program, one SME is qualified in a different functional area, and two are Packaging SMEs who are qualified in Safeguards and Security.
Waste Management	7	7	<p>Six employees are qualified in this functional area. One will complete qualifications in January 2005.</p> <p>Three employees previously qualified in this functional area are now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.</p>

TECHNICAL CAPABILITY	# NEEDED	# ON BOARD	COMMENTS
Other (Project Management)	16	17	Nine employees are qualified in this functional area. Eight will be qualified during 2005. One employee is a Federal Project Director that also serves as an STSM. One employee previously qualified in this functional area is now assigned to a different functional area. Proficiency of this capability could be achieved with minimal retraining, if required.